Information Security Oversight Office
Washington, DC 20405

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June 5, 1990

Dear Mr. Wright:

The Information Security Oversight Office (ISOO), in coordination with the National Archives and Records Administration (NARA), and the Office of Management and Budget (OMB), is studying the development and establishment of an interagency declassification database. We envision a database that will almost instantaneously provide declassifiers with an up-to-date record of what information has been declassified.

In order to assist us in our efforts and to promote uniformity among agencies which maintain declassification databases, we are surveying selected Federal agencies to determine whether they maintain databases of reviewed documents. If your agency maintains a declassification database, please answer the following questions or provide us with a point of contact who can address our concerns.

1. What is your database meant to cover? Does it track requests or individual documents?

2. On what kind of system does your database run?

3. What kind of software is used? Is it proprietary or was it developed specifically for the database application?

4. What data elements are used in your database?

5. What is the size of your database? How much does it increase in size annually?

6. Is the database classified?

7. Is the database specific to FOIA or part of another function such as records management?

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If you have any questions or comments, please contact Rudolph Waddy, ISOO Senior Program Analyst, at (202) 501-2257. Thank you for your assistance on this matter.

Sincerely,

Steven Garfinkel
Director

Mr. John H. Wright
Information and Privacy Coordinator
Central Intelligence Agency
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